



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

February 13<sup>th</sup>, 2022

### **Present**

Robert Watt  
Cheryl Berry  
Scott Myers  
Bob Bagett  
Frank Stinnett  
Haley Walker

### **Absent**

Barb Temple

### **Visitors**

Sam Reagle (T-O Engineers)  
Kevin Bissell (T-O Engineers)

Robert Watt called the meeting to order at 6:40pm.

### **Public Comment/Guests**

1. USFS Update. No update.
2. ODF Update. No update

### **Minutes**

*MSP – Cheryl Berry/Scott Myers – to approve the January 2023 meeting minutes. Unanimous.*

### **AIP Projects Update**

Sam presented the draft plans for the RW 17/35 Widening and Reconstruction Project. A meeting is scheduled tomorrow with T-O Engineers, Mary Vargas (FAA Project Manager), and Haley to review the plan set. The FAA will provide final comments so T-O Engineers can produce a final plan set for bidding. Bid advertisement is scheduled for next week. Phasing has not changed. There is an operational alternative to potentially allow runways 09/27 to be open if there is a need for emergency operations.

Bob joined the meeting by phone at 6:43pm.

The electrical engineer still needs to provide his plans for electrical equipment and vault equipment calculations for electrical load. He will provide those to T-O Engineers by the meeting time tomorrow with the FAA.

Robert asked if the phone line running across the end of runway 17 is an issue. Sam stated this area is marked in the plan set as an unknown depth to alert the contractor.

The center of the runway is planned to be raised by about three feet. There was discussion about visibility due to raising the runway. Sam stated one of the checks that must be completed is a line of sight test to ensure visibility meets requirements. The end to end elevation change is 27.5 feet.

Cheryl asked about the end of runway 17 and taxiway A6. There will be a gradual merge with taxiway A6. She also how much area will be narrowed between the runway and taxiway A. Because the runway is being widened 15 feet the area between runways 17/35 and taxiway A will be 7.5 feet less. Cheryl stated that in the future when there is an added egress off runway 17/35 to taxiway A, near the hangar area, there will be less distance of needed

pavement reducing the expense of the future project. Cheryl stated she is hoping to include this egress in the taxiway A widening project.

Haley thanked Sam and Kevin for their work in such a short amount of time to meet the short FAA timeline.

Robert asked if the current transformers for the lighting are adequate and if we are going to a new system. The current regulators are adequate for power needs, but the electrical engineer mentioned that after ten years they are eligible for FAA AIP funding, so Sam will speak with the electrical engineer intends to replace the current regulators. The last time Sam spoke with the electrical engineer his plan was to bolt the regulators down to the floor and reconfigure some of the wiring. Another regulator may be needed because they are supposed to be on their own circuit, but currently they are tied in with the other runway edge lights. Robert also asked if we are replacing the old wire and conduit. Everything will be replaced except the conduit between the homerun and the electrical vault that is located underneath the GA apron.

## **Financial activity report for January**

The financial reports for the Reserve Fund and the Airport Fund were included in the meeting documents.

Airport Reserve Fund (121100). Prior balance \$3,026.44. Net fund balance \$3,188.78. The airport reserve fund increased \$162.34 due to fuel sales and conference room rentals.

Airport Fund (124100). Prior balance \$112,104.42. Net fund balance \$61,808.91. The airport fund decreased \$50,295.51 primarily due to 100LL and Jet-A fuel purchases, vehicle repair expenses, and our annual audit expense.

We do not have any accounts in arrears.

Haley submitted our two airport budgets for fiscal year 2023/24. There are no significant changes, in fact the budget difference between the current fiscal year and next fiscal year is approximately \$14,000 difference.

## **Manager's Report**

1. Fuel sales volumes for November, December, & January. Fuel sales volumes for January 2014- 2023. The fuel report was included in the meeting documents. We sold 160.4 gallons of 100LL and 21.3 gallons of Jet-A fuel during the month of January. 100LL discounted fuel sales were 45.5 and Jet-A discounted sales were 0.0. 100LL and Jet-A fuel sales were both below average year to date at 160.4 gallons of 100LL sold and 21.3 gallons of Jet-A year sold.
2. Fuel resale and replacement values. The current price for 100LL is \$6.27/gallon and Jet-A is \$6.10/gallon. Our cost for 100LL is \$5.10/gallon with a markup of \$1.17/gallon and Jet-A cost is \$4.22/gallon with a markup of \$1.88/gallon. The average price of fuel within a 100-mile radius for both fuels last month was \$6.71 for 100LL and \$6.10 for Jet-A. We currently have 10,277 gallons of 100LL and 9,760 gallons of Jet-A. We will be looking at decreasing fuel prices again tomorrow morning based on cost and average prices within 100-miles.
3. Classroom and office events/activities. Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. During the month of January we had five scheduled events. We had two paying events and three non-paying events which were: NRAC meeting, SEACT meeting, and GC Safety Committee meeting. For the month of February we have seven scheduled events. Five events are paying, and two are non-paying which include: CAT meeting and NRAC meeting.
4. Airport Maintenance Update.
  - Door Troubleshooting/Access Control (key cards). Jarrod with Strawberry Mountain locks is still working on gathering a quote for our door lock changeover. Haley spoke with him this afternoon and he

is hoping Haley can work with the USFS Airbase Manager so the three of them can do a full walkthrough on final needs to get a very firm quote. The USFS has needs for keypads and simple core changes.

- Snow plow. The snow plow is repaired and back at the airport in preparation for the need to plow snow. Polaris was able to fix the hydraulic and controller issues.
- UTV. Haley traveled to and from Salem to transport the UTV back to the airport. It is running a little rough, so Haley is having Polaris take a look at it and give it a tune up to make sure it is reliable for the airport to use. The cost of this UTV was \$5,000. The budget was \$15,000.

## **Old Business**

1. USFS leasing space at the airport. No update.

## **New Business**

1. COAR grant applications.

There were 43 grant applications across the State of Oregon. We applied for two grants. One to provide match funding for our snow removal equipment project with the FAA. This project was number one on the list for funding through the COAR grants. This means the FAA BIL funds will provide 90% funding, COAR will provide 9%, and the airport will fund 1%. The second application was for airport support equipment. This was a 90% funding request with the airport being responsible for 10%. This application was also approved for up to \$108,000. Haley worked with Scott for ORS requirements for procurement so she can get started. Her goal is to acquire this equipment in time for mowing season. She is also looking forward to having the sweeper attachment to help with FOD on the pavement.

2. Haley's Corner.

- Airport hours of operation. The airport is operating the non-peak scheduled hours Sunday – Saturday 8am-4pm.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents.
- Schedule. Haley does not have any time off scheduled until the end of March. Mike Alley, our new Airport Assistant is scheduled to begin training at the end of the month. Haley plans on visiting some of the local schools to talk to the graduating seniors about the Airport Intern position this summer. The airport terminal was closed Sunday, January 1<sup>st</sup> and Monday, January 2<sup>nd</sup> in observance of the New Year holiday; Monday, January 16<sup>th</sup> in observance of Martin Luther King Jr. Day. The terminal is scheduled to be closed Monday, February 20<sup>th</sup> in observance of President's Day.
- Haley, Scott, the USFS Airbase Manager, and the USFS Supervisor will be meeting for the annual Joint Facilities Business Plan meeting. There are very minor changes such as name changes, date changes, and rate changes.
- Century West Engineering was onsite this month for our PMP inspection. They plan on completing some crack sealing over the summer.

2. Commissioners miscellaneous.

Cheryl asked about who will be paying for the ODF proposed helipad inside the fence. Cheryl provided the example of when hangars are constructed the hangar owner is responsible for funding and constructing the pad leading from the taxiway to the hangar building. Cheryl believes if ODF wants the helipad inside the fence then they should be responsible for paying for the pad. Haley agrees and spoke with Taylor S. (ODF) twice this month because he was asking about expense of construction as well as any monthly or tie-down fees. Haley believes this would be very similar to hangar construction because this would be single use by ODF. Haley visited with Kevin, and their thoughts are that ODF will need to pay to construct the helipad, access to and from their warehouse, the security fencing, and they will be charged an annual fee based on the square footage of their area. This would eliminate the need for them to pay per tie-down, and it would allow them exclusive use of this helipad. The airport already has the process in place for a ground lease, and this is what the helipad would be. This is a fair and consistent process for the airport and users.

Cheryl Berry will not be present at the March meeting.

**Adjournment**

*MSP – Scott Myers/Cheryl Berry – to adjourn the meeting at 7:08pm. Unanimous.*

The next meeting is scheduled for Monday, March 13<sup>th</sup>, 2022 at 6:30pm.

***\*\*\*\* Please note the airport commission minutes are a summary of the airport commission meetings. Additional information related to airport commission meetings is available, after approval of the minutes, by contacting Haley Walker at 541-575-1151 or [walkerh@grantcounty-or.gov](mailto:walkerh@grantcounty-or.gov) \*\*\*\****